



**RCMAS**  
RAJAGIRI COLLEGE OF MANAGEMENT &  
APPLIED SCIENCES

## Criterion VII Institutional Values and Best Practices

**RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES**

RAJAGIRI VALLEY P.O, KAKKANAD, KERALA 682039

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE

**7.1**

### **Institutional Values and Social Responsibilities**

**7.1.4**

**Code of Conduct**

**2019-2024**

Submitted to



## CODE OF CONDUCT

### THE BOARD OF MANAGEMENT/ GOVERNING BODY

1. The Governing Body of Rajagiri College comprises the Provincial, Director, Associate Director, Principal and appointed members. This body collaborates to fulfil the institution's goals and aspirations.
2. Enhancing the academic standing of RCMAS and exploring new growth opportunities fall under the Council's purview.
3. The Board oversees timely infrastructure maintenance, allocation of development funds and implementation of corrective measures.
4. Transparency and equity in all administrative functions are core principles upheld by the Board.
5. Regular feedback collection from students, faculty, parents and support staff is conducted, with subsequent actions taken to enhance college services across all areas.
6. The Board fosters strong ties between the College and the local community, encouraging their involvement in college initiatives.
7. Rajagiri College, under its guidance, practises non-discrimination, offering equal opportunities regardless of religious, social, cultural, sexual background or identity.
8. The Board ensures compliance with state and national government regulations, as well as higher education council requirements.
9. While an annual meeting is mandatory, more frequent gatherings are encouraged for optimal governance.

### PRINCIPAL

1. The Principal leads efforts to realise the College's vision and mission, with support from the management.



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2. Maintaining integrity, dignity, and efficiency at all levels to earn respect is a key responsibility.
3. The Principal approaches sensitive issues among students and staff with patience and impartiality.
4. Fair treatment of faculty and students, without bias based on personal characteristics, is expected.
5. The Principal respects the rights of the colleagues to participate freely in professional associations.
6. Objective evaluation of colleagues is maintained, avoiding intentional misrepresentation.
7. Fostering a robust academic environment and promoting research activities are primary focuses.
8. Effective management and guidance of college administration fall under the Principal's duties.
9. The Principal enforces discipline among students, faculty, and support staff.
10. Prompt reporting of harassment or violence incidents to appropriate authorities is required.
11. The Principal receives and acts on reports from the Gender Equity Cell and Grievance Redressal Committee.

#### **FACULTY RESPONSIBILITIES**

RCMAS faculty members are expected to:

1. Exemplify the ideals they instil in students, aligning actions with national educational goals.
2. Exhibit patience, effective communication skills and a pleasant demeanour.
3. Conduct themselves professionally, both in and out of the classroom.
4. Pursue continuous professional development through research and study.



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5. Contribute to knowledge by participating in academic events and sharing insights.
6. Actively engage in professional organisations to advance education.
7. Perform teaching, tutoring, practical work, seminars, and research with dedication.
8. Assist in college and university functions, including admissions, student guidance, and examination duties.
9. Participate in extracurricular and community service activities.

#### **FACULTY-STUDENT INTERACTIONS**

Faculty at RCMAS should:

1. Honour student opinions and dignity.
2. Treat all students fairly, regardless of their background.
3. Recognize and cater to diverse student abilities and needs.
4. Motivate students to excel academically and contribute to society.
5. Promote scientific thinking, respect for labour, and democratic values.
6. Show care for students, avoiding punitive behaviour.
7. Evaluate students solely on merit.
8. Offer guidance beyond class hours without expecting compensation.
9. Help students understand national heritage and goals.
10. Refrain from inciting students against peers, colleagues, or administration.

#### **COLLEGIAL RELATIONSHIPS**

The College faculty are expected to:



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1. Extend professional courtesy to colleagues.
2. Speak respectfully about other educators and support professional growth.
3. Avoid making unfounded allegations against colleagues.
4. Maintain professional relationships free from discriminatory practices.

### INTERACTIONS WITH ADMINISTRATION

Faculty members should:

1. Fulfil professional duties according to institutional rules, while using proper channels to address concerns.
2. Avoid additional commitments that might interfere with primary responsibilities.
3. Participate in institutional policy-making and accept related responsibilities.
4. Collaborate with other institutions appropriately.
5. Work with administration to improve the College while maintaining professional dignity.
6. Honour contractual obligations.
7. Provide adequate notice before changing positions.
8. Use leave judiciously, prioritising academic schedules.

### FACULTY AND SUPPORT STAFF RELATIONS

1. Faculty should treat support staff as equal partners in the educational mission.
2. Participation in joint staff councils is encouraged to foster unity.

### FACULTY-PARENT/GUARDIAN INTERACTIONS

Faculty are expected to:

1. Maintain contact with student guardians through official channels.



*Legal*

2. Attend parent-teacher meetings to exchange ideas and benefit the institution.

#### **FACULTY'S ROLE IN SOCIETY**

RCMAS faculty should:

1. Recognize education as a public service and keep the community informed.
2. Work towards community education and moral development.
3. Address social issues and participate in community progress.
4. Fulfil civic duties and participate in public service.
5. Promote national integration and avoid divisive activities.

#### **SUPPORT STAFF CODE OF CONDUCT**

1. Adhere to guidelines set by the Department of Collegiate Education and Kerala Government.
2. Collaborate with the Administrative Officer under the Principal's direction to maintain the academic environment.
3. Show respect to the Principal and faculty while maintaining punctuality.
4. Refrain from activities that could harm the institution's reputation.
5. Interact respectfully with students, faculty, and colleagues, upholding honesty and fairness.
6. Maintain confidentiality of official records and documents.

#### **PARENT/GUARDIAN CODE OF CONDUCT**

1. Collaborate with the College to nurture student character.
2. Follow official procedures for non-parent involvement in student matters.
3. Support the vision and values of the College.



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4. Address concerns through appropriate channels following college policies.
5. Attend parent-teacher meetings and support academic standards and discipline.
6. Participate in PTA fundraising efforts for college development.
7. Support the establishment of scholarships and awards for academic excellence.
8. Maintain regular communication with teachers, meeting at least once per semester.
9. Respect classroom boundaries and avoid unauthorised entry.



**PRINCIPAL**

**Rajagiri College of Management & Applied Sciences**  
**Rajagiri Valley. P. O., Kakkannad - 682 039**